

Employment Opportunity

Air Quality & Mobility Specialist

\$44,151 to \$66,226 per year plus benefits

Application Process: Applications will be accepted until February 11, 2011 or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at <http://www.sanbag.ca.gov>.

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

Job Summary: Under general supervision, provides technical and analytical support to Air Quality and Mobility Programs, analyzes program operations, contracts, invoices, data and budgets.

Essential Functions -- *This list is illustrative only and is not a comprehensive list of all functions and duties performed by employees in this position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to the following:*

- Provides technical and analytical support for a variety of air quality and mobility programs, including motorist aid programs, regional call box program, Freeway Service Patrol, ridesharing and other commuter service programs.
- Tracks, prepares and processes invoices for reimbursements, contracts, and purchase orders; verifies invoice is accurate and funding information is correct.
- Researches and analyzes program operations data, invoices, budgets and contracts.
- Provides computer and database support functions for projects and programs.
- Develops and maintains spreadsheets and databases to monitor the programs; completes various analyses to assess budget vs. actual costs and level of goal attainment.
- Reviews contractor's invoices and compares performance to goals; prepares invoices for approval and payment.
- Prepares and monitors grant and funding applications; prepares the resulting contracts; prepares reimbursement requests to the funding agency.
- Assists in the preparation of agenda items and reports with supporting documentation, including graphs, reports and special displays.
- Assists in the development and implementation of commuter Park & Ride lease program.
- Researches and responds to management inquiries and requests.
- Makes presentations to committees
- Represents SANBAG on various committees.
- Establishes and maintains effective working relationships with contractors and state and federal transportation agency representatives.
- Performs other related duties as required.

Travel: Employees are required to possess a valid California driver's license and proof of automobile liability insurance since occasional travel throughout the County and the Southern California region may be required.

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Minimum Qualifications

Education, Training and Experience Guidelines

Bachelor's Degree in Public Administration, Political Science, Finance or a related field AND two years of experience in finance, budgeting programs and administrative analyses, OR an equivalent combination of education, training and experience.

Knowledge of:

- Principles of budgeting, contracting, cost accounting and finance.
- Quantitative and program analysis methods and techniques.
- Customer relations techniques.
- Applicable state and federal statutes, rules, codes, and regulations.
- County and city government structure and state, county and city relationships.
- Procedures for handling confidential material.
- Record keeping and file maintenance principles and procedures.
- Business and personal computers, and standard software applications.

Skill in:

- Researching and interpreting program, grant, and contract requirements and standards.
- Writing reports, conducting analyses, and solving problems.
- Planning, organizing, and completing work within established deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining effective working relationships with other employees, government agency representatives, and the public.
- Communicating effectively verbally and in writing.

Work Environment: Work is performed in a standard office environment.

Forward Application to:

San Bernardino Associated Governments
Attn: Terri Miyamoto
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

“An equal opportunity employer.”